



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

October 21, 2015

Closing Date: October 27, 2015

(Position will close after five working days from date of listing or until filled.
Application review will begin on October 28, 2015).

Title: POLICY DEVELOPMENT COORDINATOR

Position Number: 2215-2853

Grade: C117

Educator Effectiveness and Licensure

DUTIES:

This position will provide administrative support to the Assistant Commissioner of Educator Effectiveness and Licensure, including but not limited to secretarial/administrative duties: answer phones, maintain calendar for Assistant Commissioner, schedule meetings; proof, approve, process and track commissioner's memos; assist in researching and tracking legislative and policy updates; prepare travel for Division; provide technical assistance to the Assistant Commissioner and Division staff; construct, assemble and disseminate information and documents related to the policies of the Division; communicate and/or respond to all communication from the office of the Assistant Commissioner.

SPECIAL REQUIREMENTS:

Applicant must possess advanced knowledge in the use of PowerPoint, Excel and Word software.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in a related field; plus four years of progressively responsible experience in policy development or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.